

WALL TOWNSHIP PUBLIC SCHOOLS

TITLE: **JOB COACH**

REPORTS TO: Transition Coordinator
Supervisor of Special Education

QUALIFICATIONS:

- Minimum of high school degree or equivalent
- Experience in education preferred
- Prior experience working with individuals with varying abilities
- Willingness to enroll in additional training as required
- Must be flexible in the scheduling of work hours
- Must possess a valid NJ driver's license and be insured by the state of NJ
- Must have reliable means of transportation

JOB GOAL: To provide job placement, job coaching, and support services, while coordinating job coaching for special education students in integrated work settings with employers and community agencies in achieving program objectives.

(To use structured intervention techniques to help the student learn to perform job tasks to the employer's specifications and to learn the interpersonal skills necessary to be accepted as a worker at the job site and in related community contacts. In addition to job-site training, job coaching includes related assessment, job development, counseling, advocacy, travel training and other services needed to maintain the employment.

Through job coaching, a job coach works directly with an individual with a disability in a training or placement site to help him/her learn the specific requirements of the job; learn work-related activities and requirements such as time and attendance rules; and learn appropriate work-related (including social) behaviors when dealing with supervisors and co-workers.)

PERFORMANCE RESPONSIBILITIES:

1. Work Performance/Work Traits

- Specific, on-site job training
- Facilitate job modification where applicable
- Provide supportive supervision
- Arrange transportation
- Initiate positive communication/ relationships
- On-site evaluation of performance
- Assist in maintaining records and documentation
- Assist with the community employment programs as assigned
- Serve as a positive role model
- Determine the employer's receptivity to the presence of a job coach at the work site
- Conduct task analysis and job analysis
- Conducts evaluation and identification of work adjustment goals
- Learns about specific job requirements and duties
- Prepares detailed job and task analyses, for the transition counselor, to serve as the basis for developing training strategies

- Promotes job related skills such as grooming, socializing with co-workers, accepting supervision and managing one's paycheck
- Develops necessary job accommodations
- Teaches appropriate work behaviors and interpersonal skills
- Provides ongoing support, counseling, and mentoring to students to assure job retention

2. Professional Improvement

Participate in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures, guidelines, and budget allocations. Maintain professional competence and continuous improvement through in-service education and other professional growth activities.

3. Other Assigned Tasks

Performs such other duties and assumes such other tasks as may be assigned by the Transition Coordinator, Director of Special Services or the Superintendent/or designee

TERMS OF EMPLOYMENT:

EVALUATION: Performance will be evaluated in accordance with the provisions of the Board's policy on the Evaluation of Personnel.

APPROVED: June 10, 2009